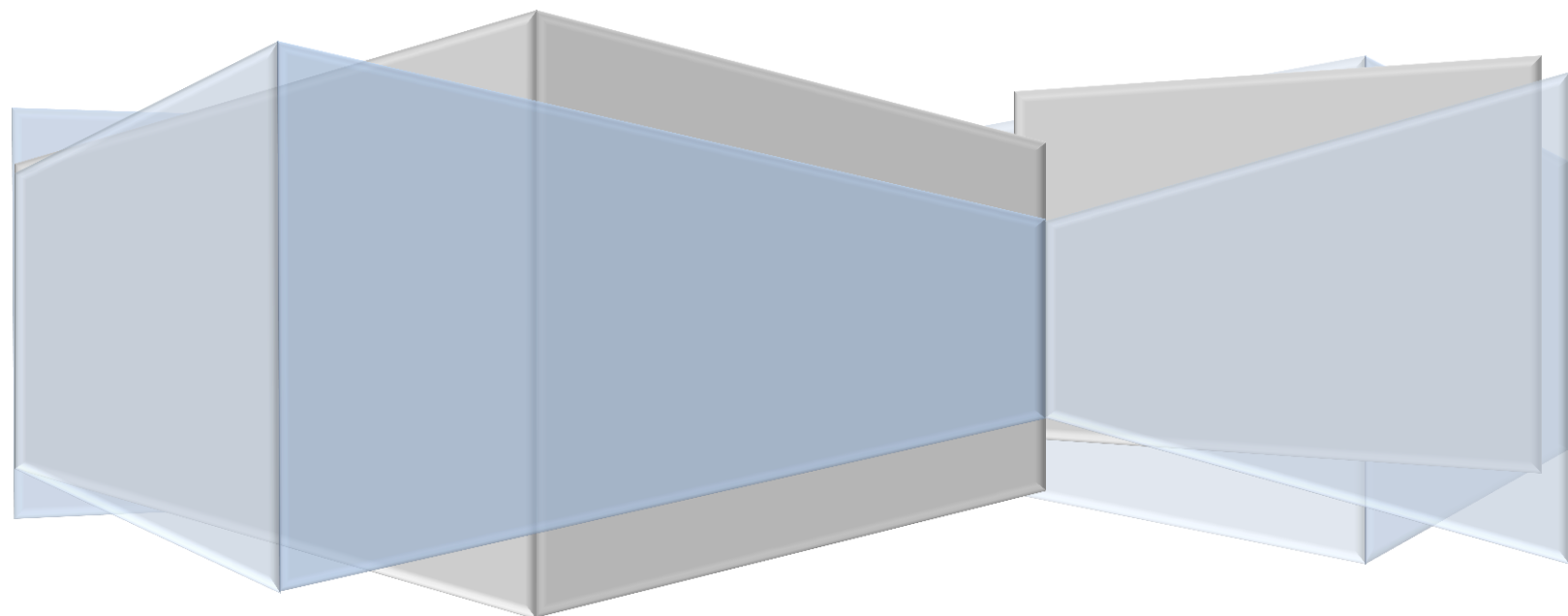


*South Carolina Department of Revenue*

## **Motor Fuel Web-Based Reporting System**

**Manufacturer**



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## INTRODUCTION

Effective July 11, 2012, the South Carolina Department of Revenue has implemented a web-based system to provide the option to submit Manufacturer Returns and remit fees electronically at no charge.

Please note that filing via the web requires electronic payment of the user fees required to be remitted. Options will be available for payment by ACH credit and ACH debit only. No paper checks can be accepted for payment of liabilities reported on web filed vouchers. The payment method is required to be selected at the time of registration.

### Reminder:

Effective July 1, 2012, specific product codes for gasohol and biodiesel will be required. They are as follows:

***Gasohol- E01-E99 replaces "roll-up" product code 124 to reflect the percentage of fuel grade ethanol blended with gasoline. Pure, unblended fuel grade ethanol should be reported as E00, replacing product code 123.***

***Biodiesel- B01-B99 replaces "roll-up" product codes 284 and 170 to reflect the percentage of biodiesel blended with undyed diesel fuel. Pure, unblended biodiesel should be reported as B00.***

***Biodiesel- D01-D99 replaces "roll-up" product codes 284 and 171 to reflect the percentage of biodiesel blended with dyed diesel fuel. Pure unblended, dyed biodiesel should be reported as D00.***

### Registration

To register for web filing, complete the D-155 Registration application located on our web site at [www.sctax.org](http://www.sctax.org), select Motor Fuel/E-Services. If assistance is required with the registration process, please contact:

#### Electronic Services

Help Desk (Columbia area)	<b>803-896-1715</b>	Help Desk (Toll Free)	<b>1-800-476-0311</b>
E-mail Address	<a href="mailto:edi@sctax.org">edi@sctax.org</a>	FAX	<b>803-896-1779</b>
Mailing Address	<b>South Carolina Department of Revenue EFT/EDI Help Desk Columbia SC 29214-0016</b>		

### Filing Returns

If assistance is required for filing motor fuel returns via the web-based system, please contact:

#### Motor Fuel Section

Filing Assistance	<b>803-896-1990</b>
E-mail Address	<b><a href="mailto:motfuellic@sctax.org">motfuellic@sctax.org</a></b>

To Sign In, you will need user Id and password from DOR Electronic Services.

User Name:	<input type="text"/>	Password:	<input type="password"/>	<input type="button" value="Sign In"/>
		<i>South Carolina Department of Revenue</i>		
Password Assistance				

**Now you will need to change password.**

Enter current password (password that was given)

Enter New password (create)

Confirm New Password

Click change password

<a href="#">User Profile</a>	
Your password has expired. Please enter a new password.	
<a href="#">Change Password</a>	
Current Password:	<input type="password"/>
New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>
<input type="button" value="Change Password"/>	

<a href="#">Change Profile</a>	
Current Password:	<input type="password"/>
Email Address:	<input type="text" value="xxxxxxx@sctax.org"/>
Security Question:	<input type="text" value="What is your mothers maiden name?"/>
Security Answer:	<input type="text"/>
<input type="button" value="Update Profile"/>	

**Now change profile.**

Enter current password (the new password that you choose)

Security Question: select from list

Enter Security Answer

Click update profile

<a href="#">User Profile</a>	
Your password has expired. Please enter a new password.	
<a href="#">Change Password</a>	
Your password has been changed.	
<a href="#">Change Profile</a>	
Current Password:	<input type="password"/>
Email Address:	<input type="text" value="xxxxxxx@sctax.org"/>
Security Question:	<input type="text" value="What is your mothers maiden name?"/>
Security Answer:	<input type="text"/>
<input type="button" value="Update Profile"/>	

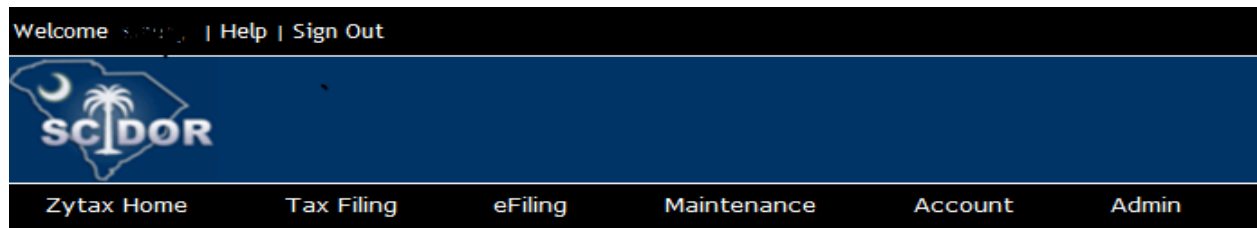
## Business Entities and the Master Company Data Base

Many business entities are already set up in the Department of Revenue's motor fuel data base. All licensed motor fuel accounts that are not sole proprietors will appear in the drop down boxes needed to schedule transactions.

Only business entities for Master Company ID 0 may be viewed by all users. When a filer adds a business entity it is not entered into the Master Company. Only the filer and the Department of Revenue may view business entities entered by a filer.

Before creating a filer business entity, review the Motor Fuel Data Base using the following steps:

1. From the Zytax Home Page choose the Maintenance Tab



2. From the drop down menu choose Business Entities

Business Entities							
Add New Record							
Master Company ID ▾	Legal Name	Id Type	Id Code	Custom Id	Effective Date	Obsolete Date	City
172	Best Oil Company	FEIN	999000999		01/01/2009		
172	Carrier A	FEIN	789789789		01/01/2009		
172	Carrier B	FEIN	888080888		01/01/2009		
172	Carrier C	FEIN	111080111		01/01/2009		
172	Fuel Dealer	FEIN	222000222		01/01/2009		
172	Fuel Transporter	FEIN	234565432		01/01/2009		
172	Independant Petroleum Company	FEIN	999111999		01/01/2009		
172	Petroleum Dealer	FEIN	111000999		01/01/2009		
172	Quality Petroleum Company	FEIN	444777999		01/01/2009		
172	Tank Lines	FEIN	444222444		01/01/2009		

3. Review the entity names to determine if the filer entities exist in the Master Company. Use the Filter Option located at the far right to create a filter to speed the verification.

Business Entities							
Filter   Refr							
Custom Id	Effective Date	Obsolete Date	City	Region/State	Country	Updated Date	

- Click on any company row and choose the Business Accounts Tab to see what business types have been assigned in the Master Company.

**Zytax - Business Entity** *South Carolina Department of Transportation*

Legal Name: col 2 Effective Date: 5/1/2011  
 Trade Name: col 2 Obsolete Date:   
 Name Control: Id Type: FEIN  
 Custom Id Code: Id Code: 290000000

Address Business Accounts Business Entity Alternates Schedule Profiles

Add New Record Filter Refresh

	ID	Country	Jurisdiction	Business Type	Business Subtype	Custom Id	Effective Date	Obsolete Date	Locked Date	License Number	Change Ind	
	12062	United States	*	Buyer	None		05/01/2011			290000000	M	✗
	12074	United States	*	Carrier	None		05/01/2011			290000000	M	✗
	12075	United States	*	Consignor	None		05/01/2011			290000000	M	✗
	12076	United States	*	PositionHolder	None		05/01/2011			290000000	M	✗
	12077	United States	*	Seller	None		05/01/2011			290000000	M	✗

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Only enter a business entity if it does not already exist for the required business type (buyer, seller, etc.) in the Master Company.

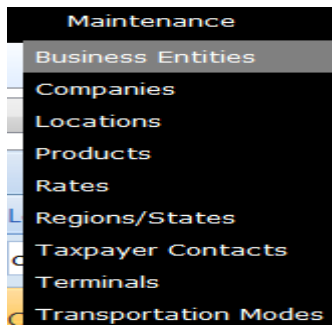
Please contact the Motor Fuel Section at 803-896-1990 for assistance or questions concerning business entities.

## **Business Entities – Add New Record**

Business Entity information will only be entered once. Business entities are companies or individuals that the filer does business with whose information is required for completing the schedule information for a return. Examples are Consignor, Seller,

Click on the Maintenance tab

Select Business Entities from drop down box



Click Add New Record

Business Entities							
Add New Record							
Master Company ID ▾	Legal Name	Id Type	Id Code	Custom Id	Effective Date	Obsolete Date	City
172	Best Oil Company	FEIN	999000999		01/01/2009		
172	Carrier A	FEIN	789789789		01/01/2009		
172	Carrier B	FEIN	888080888		01/01/2009		
172	Carrier C	FEIN	111080111		01/01/2009		
172	Fuel Dealer	FEIN	222000222		01/01/2009		
172	Fuel Transporter	FEIN	234565432		01/01/2009		
172	Independant Petroleum Company	FEIN	999111999		01/01/2009		
172	Petroleum Dealer	FEIN	111000999		01/01/2009		
172	Quality Petroleum Company	FEIN	444777999		01/01/2009		
172	Tank Lines	FEIN	444222444		01/01/2009		

Then 'Add New Record' icon is used to create a new business entity.

In following fields enter: **Company Legal Name, Trade name, Effective Date, ID type (click dropdown box to select type) and Id Code (FEIN or Social Security Number)**

Then click Insert

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Determine if the entity will be entered as one or more of the following:

Consignor – Company/individual that hired filer as the carrier/transporter.

(If the filer transports their own product, enter the filer company as a consignor.)

Seller – Terminal supplier that shows as the supplier on the terminal issued bill of lading.

Buyer – Company/Individual to whom the product was delivered.

Next click Business Accounts tab

Click Add New Record

Record inserted.

ID	Country	Jurisdiction	Business Type	Business Subtype	Custom Id	Effective Date	Obsolete Date	Locked Date	License Number	Change Ind	
39527	United States	*	Buyer	None		06/01/2010			123123123	M	✗



For Business Type click on drop down button

From the drop down menu select the business type that describes the business entity. When your company has more than one relationship with that business entity you will need to click on Add New Record to assign the business type based on each relationship with the entity.

Click on checkmark to insert

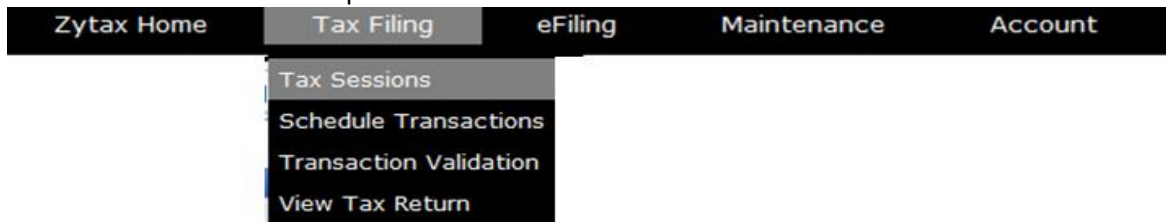


Below is an example of a business entity assigned with all business types.

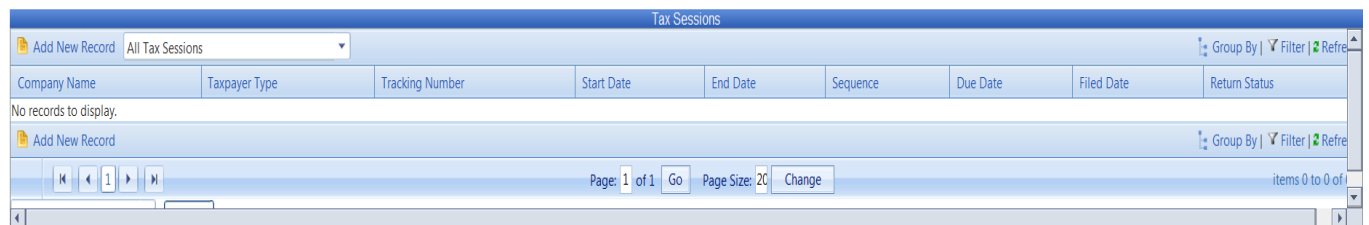
## Creating Return/Tax Session

From the Tax Filing tab

Select Tax Sessions from dropdown list



Click Add New Record



Select Manufacturer from the Taxpayer Type dropdown list.

Enter the begin period covered date for the return.

Click outside the entry field and the End Period Date will be populated.

Click the create session button.

A screenshot of the 'Zytax - Create Session' form. The form contains several fields and a 'Create Session' button. The fields are: 'Country' (dropdown menu set to 'United States'), 'Jurisdiction' (dropdown menu set to 'South Carolina'), 'Taxpayer Type' (dropdown menu set to 'Manufacturer'), 'Terminal Code' (dropdown menu set to 'Select a Terminal'), 'Begin Period Date' (text field set to '10/1/2012'), 'End Period Date' (text field set to '10/31/2012'), 'Sequence' (text field set to '0'), and 'Original session' (dropdown menu). The 'Create Session' button is located at the bottom of the form. Below the button, there is a copyright notice: 'Copyright © 2005 - 2012 FuelQuest'.

Close out the Record inserted menu

Record inserted.

Country: United States

Jurisdiction: South Carolina

Taxpayer Type: Manufacturer

Terminal Code: Select a Terminal

Begin Period Date: 10/1/2012

End Period Date: 10/31/2012

Sequence: 0

Original session: Original session

Create Session

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Right click on the row for the Manufacturer session that was added  
From context menu, select Schedule Transactions

Taxpayer Type	Terminal Code	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Status
Annual Terminal Operator		1215900009	01/01/2012	12/31/2012	0	02/26/2013	06/07/2012	Passed
Manufacturer			10/01/2012	10/31/2012	0	11/22/2012		
Manufacturer			09/01/2012	09/30/2012	0	10/22/2012	06/07/2012	Passed
Manufacturer			09/01/2012	09/30/2012	1	10/22/2012	06/12/2012	Passed
Transporter			09/01/2012	09/30/2012	0	10/22/2012	06/12/2012	Passed

Select schedule type from dropdown list to add.  
Next, click Add New Record

1A: Gallons Sold For Export

1A: Gallons Sold For Export

1B: Gallons Exempt for US Government Sales

1C: Gallons Exempt for SC Dept Educ School Buses

1D: Gallons Sold for Other Exempt Sales

1E: Gallons Sold Blended with Dyed Fuels

INT01: Ending Inventory

INT02: Gallons Manufactured in South Carolina

INT03: Gallons Sold in South Carolina (User Fee Collected)

Enter all schedule information requested on the entry screen.

Click Insert to accept entry.

Some data will remain from the previous transaction to speed the entry process.

Schedule Code	1A: Gallons Sold For Export
Product Code	
Carrier	
Mode	
Destination	
Purchaser	
Date Sold	
Document Number	
Net Gallons	

Insert

Copyright © 2005 - 2012 FuelQuest

If the entity information needed for the schedule transaction does not appear in the drop down box, stop and enter the entity in Business Entities. Complete the steps for entering a business entity (**page4**) and then return to the tax session and begin scheduling transactions again.

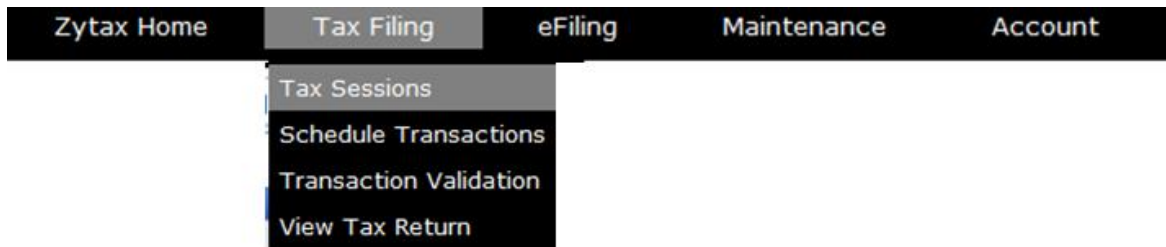
Once all information is inserted for the schedule type selected, click on the closed button (red X).

If additional schedules are needed for another schedule type, select schedule type from dropdown list. Next, click Add New Record and enter the information. Once all schedules have been added for each load, click on the closed button.

1A: Gallons Sold For Export
1A: Gallons Sold For Export
1B: Gallons Exempt for US Government Sales
1C: Gallons Exempt for SC Dept Educ School Buses
1D: Gallons Sold for Other Exempt Sales
1E: Gallons Sold Blended with Dyed Fuels
INT01: Ending Inventory
INT02: Gallons Manufactured in South Carolina
INT03: Gallons Sold in South Carolina (User Fee Collected)

## Session Details

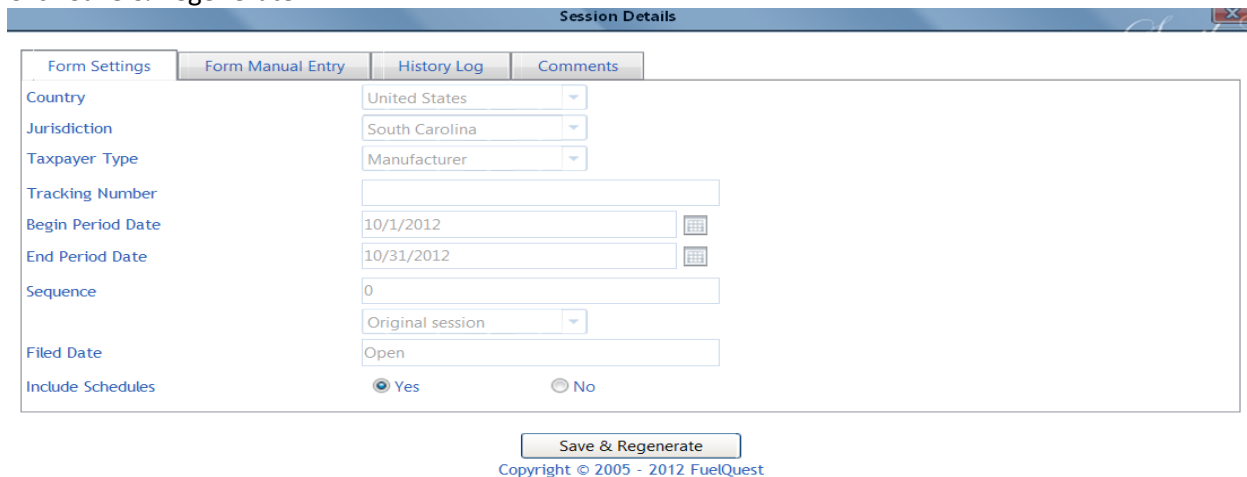
From the Tax Filing tab, select Tax Sessions



Right click on the row for the Manufacturer session that was added  
From context menu, select Session Details



Select yes, which will include schedules  
Click Save & Regenerate



Session Details

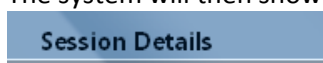
Form Settings | Form Manual Entry | History Log | Comments

Country: United States  
Jurisdiction: South Carolina  
Taxpayer Type: Manufacturer  
Tracking Number:   
Begin Period Date: 10/1/2012  
End Period Date: 10/31/2012  
Sequence: 0  
Original session:   
Filed Date: Open  
Include Schedules: ☒ Yes ☐ No

Save & Regenerate

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The system will then show record updated



Record updated.

Click the X button to close



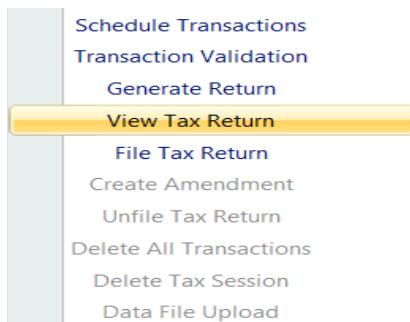
Click refresh several times

Group By   Filter   Refresh		
Critical Schedule Errors	Return Generation Needed	Return Status
0	Yes	Running
Group By   Filter   Refresh		
items 1 to 1 of 1.		


Until return status shows passed

Group By   Filter   Refresh		
Return Status		
Passed		

Right click on the row for the Manufacturer session that was added  
From context menu, select View Tax Return



Review return

1350		Original	
		STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE	
		<b>MOTOR FUEL MANUFACTURERS MONTHLY RETURN</b>	
		Mail To: South Carolina Department of Revenue, Motor Fuel, Columbia, SC 29214-0133.	
		<b>L-2195</b> (Rev. 3/13/12) 4351	

## File Tax Return

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Manufacturer session that was added  
From context menu, select File Tax Return

Taxpayer Type	Terminal Code	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Status
Annual Terminal Operator		1213900009	01/01/2012	12/31/2012	0	02/06/2013	06/07/2012	Passed
Manufacturer			10/01/2012	10/31/2012	0	11/22/2012		Passed
Manufacturer			09/01/2012	09/30/2012	0	10/22/2012	06/07/2012	Passed
Manufacturer			09/01/2012	09/30/2012	1	10/22/2012	06/12/2012	Passed
Transporter			09/01/2012	09/30/2012	0	10/22/2012	06/12/2012	Passed
Manufacturer			08/01/2012	08/31/2012	0	09/24/2012	06/07/2012	Passed
Transporter			08/01/2012	08/31/2012	0	09/24/2012	06/12/2012	Passed

Context menu for Manufacturer session (10/01/2012 - 10/31/2012):  
Schedule Transactions  
Transaction Validation  
Generate Return  
View Tax Return  
File Tax Return  
Create Amendment

Check the agree button  
Click on Submit

**File Tax Return**

Filing Status: Open  
Tax Return: Manufacturer  
Terminal:   
Tax Session Date: 10/1/2012 - 10/31/2012  
Filing Due Date: 11/22/2012  
Return Status: Passed

**Electronic Acknowledgement**  
By checking the agreement and pressing 'Submit', I acknowledge this submittal is treated as an official submittal to the State of South Carolina. Submitting this tax return shall constitute the signature of the submitter as if the tax return were actually signed.

☒ I agree to the conditions of this submittal.

Submit

## Payment Information

The payment screen will be determined by the payment type selected on the registration document.  
Enter the payment information requested.

## Tax Return Confirm and filed

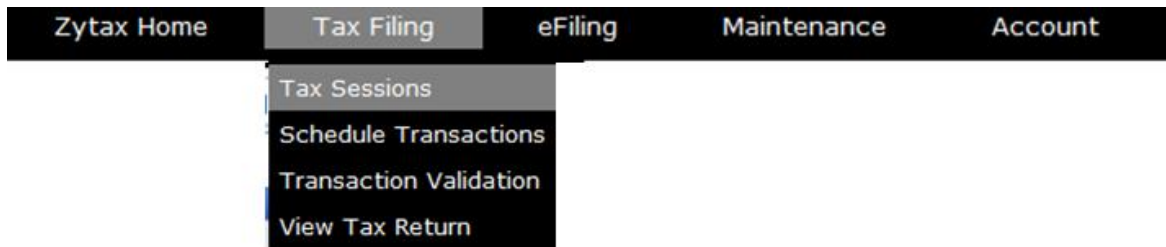
**Tax Return Confirmation**

Tax Return:  
Filing Status: Filed  
Tax Return: Manufacturer  
Terminal:   
Tax Session Date: 10/1/2012 - 10/31/2012  
Filing Due Date: 11/22/2012  
Return Status: Not Started  
Date Filed: 6/26/2012 2:54:10 PM  
Return Tracking Number: 1217800005

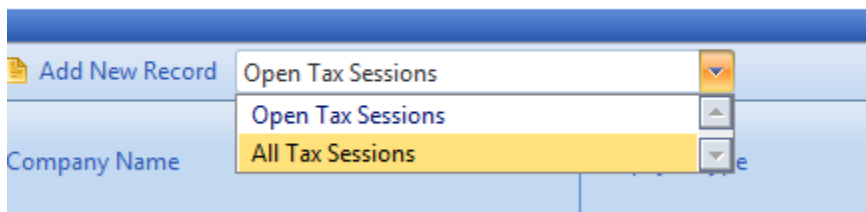
\* Please note the tracking number(s) for your records.

## Creating Amended Return

From the Tax Filing tab, select Tax Sessions from dropdown list



Change selection from “Open Tax Sessions” to “All Tax Sessions”



Select return session to be amended and click on the row to display the drop down menu.

Choose Create Amendment

Taxpayer Type	Terminal Code	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Status
Annual Terminal Operator	1	1215900009	01/01/2012	12/31/2012	0	02/26/2013	06/07/2012	Passed
Manufacturer		1217800005	10/01/2012	10/31/2012	0	11/22/2012	06/26/2012	Passed
Manufacturer		6	09/01/2012	09/30/2012	0	10/22/2012	06/07/2012	Passed
Manufacturer		2	09/01/2012	09/30/2012	1	10/22/2012	06/12/2012	Passed
Transporter		5	09/01/2012	09/30/2012	0	10/22/2012	06/12/2012	Passed
Manufacturer		4	08/01/2012	08/31/2012	0	09/24/2012	06/07/2012	Passed
Transporter		0	08/01/2012	08/31/2012	0	09/24/2012	06/12/2012	Passed
Transporter		4	08/01/2012	08/31/2012	1	09/24/2012	06/12/2012	Passed
Fuel Blender		1	08/01/2012	08/31/2012	0	10/01/2012	06/25/2012	Passed



Next, click Create Amendment

Company	584
Country	USA
Jurisdiction	SC
Taxpayer Type	MANF
Begin Period Date	10/1/2012
End Period Date	10/31/2012
	Amended session <input type="button" value="v"/>
Sequence	0
Filed Date	6/26/2012

Record inserted

**Record inserted.**

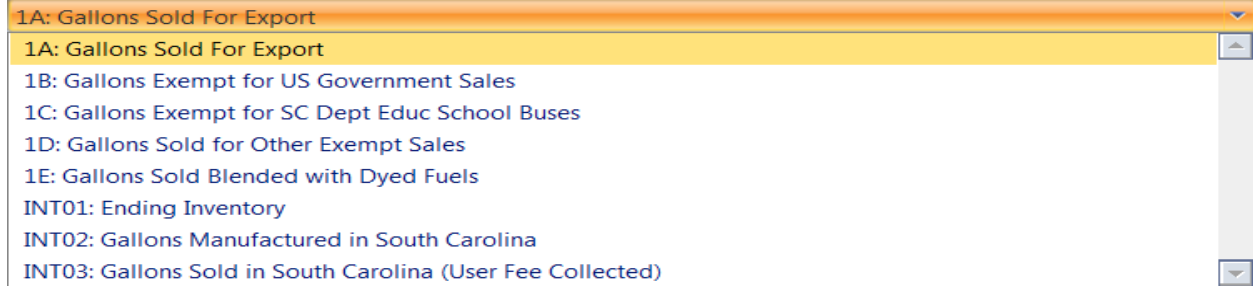
Company	584
Country	USA
Jurisdiction	SC
Taxpayer Type	MANF
Begin Period Date	10/1/2012
End Period Date	10/31/2012
	Amended session <input type="button" value="v"/>
Sequence	1
Filed Date	6/26/2012

From the Tax Filing tab, select Schedule Transactions from dropdown list



Select schedule type from dropdown list to add.

Next, click Add New Record



A screenshot of a dropdown menu with an orange header bar. The menu is open, showing a list of schedule types. The first item, '1A: Gallons Sold For Export', is highlighted in yellow. Other items include '1B: Gallons Exempt for US Government Sales', '1C: Gallons Exempt for SC Dept Educ School Buses', '1D: Gallons Sold for Other Exempt Sales', '1E: Gallons Sold Blended with Dyed Fuels', 'INT01: Ending Inventory', 'INT02: Gallons Manufactured in South Carolina', and 'INT03: Gallons Sold in South Carolina (User Fee Collected)'.

Enter amended information

Click Insert

A schedule must be added for each load and each product type.



A screenshot of a form with labels on the left and input fields on the right. The labels are: 'Schedule Code', 'Product Code', 'Carrier', 'Mode', 'Destination', 'Purchaser', 'Date Sold', 'Document Number', and 'Net Gallons'. The 'Schedule Code' field contains '1A: Gallons Sold For Export'. The 'Date Sold' field has a calendar icon. Below the form is an 'Insert' button. At the bottom, it says 'Copyright © 2005 - 2012 FuelQuest'.

Once all amended information is inserted for that schedule type, click on the closed button.

If additional schedules are needed for another schedule type, select schedule from dropdown list to add.

Next, click Add New Record



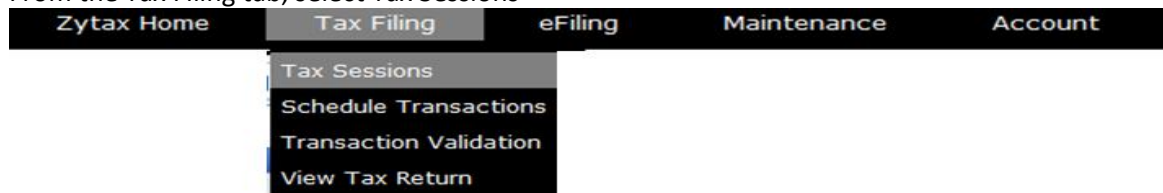
A screenshot of a dropdown menu, identical to the one in the first image, showing the same list of schedule types with '1A: Gallons Sold For Export' highlighted.

Enter amended information

Click Insert

Once all schedules have been added for each load, click on the close button

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Manufacturer session that was added  
From context menu, select Session Details

Taxpayer Type	Terminal Code	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Status
Annual Terminal Operator	1	1215900009	01/01/2012	12/31/2012	0	02/26/2013	06/07/2012	Passed
Manufacturer		1217800005	10/01/2012	10/31/2012	0	11/22/2012	06/26/2012	Passed
Manufacturer				10/31/2012	1	11/22/2012		
Manufacturer			09/30/2012		0	10/22/2012	06/07/2012	Passed
Manufacturer			09/30/2012		1	10/22/2012	06/12/2012	Passed
Transporter			09/30/2012		0	10/22/2012	06/12/2012	Passed

Select yes, which will include schedules  
Click Save & Regenerate

The screenshot shows the Session Details form in the Zytax application. The form has four tabs: Form Settings, Form Manual Entry, History Log, and Comments. The Form Settings tab is selected. The form contains the following fields and options:

- Country: United States (dropdown)
- Jurisdiction: South Carolina (dropdown)
- Taxpayer Type: Manufacturer (dropdown)
- Tracking Number: (text field)
- Begin Period Date: 10/1/2012 (calendar icon)
- End Period Date: 10/31/2012 (calendar icon)
- Sequence: 1 (text field)
- Amended session: (dropdown)
- Filed Date: Open (text field)
- Include Schedules: ☒ Yes ☐ No
- Return Calculation Method: ☒ Current

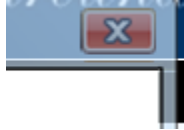
At the bottom of the form, there is a "Save & Regenerate" button and a copyright notice: "Copyright © 2005 - 2012 FuelQuest".

The system will then show record updated

### Session Details

Record updated.

Click the X button to close



Click refresh several times

Group By   Filter   Refresh		
Critical Schedule Errors	Return Generation Needed	Return Status
0	Yes	Running
Group By   Filter   Refresh		
items 1 to 1 of 1.		

Until return status shows passed

Right click on the row for the Manufacturer session that was added  
From context menu, select View Tax Return

Taxpayer Type	Terminal Code	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Status
Annual Terminal Operator		1215900009	01/01/2012	12/31/2012	0	02/26/2013	06/07/2012	Passed
Manufacturer		1217800005	10/01/2012	10/31/2012	0	11/22/2012	06/26/2012	Passed
Manufacturer			10/01/2012	10/31/2012	1	11/22/2012		Passed
Manufacturer			1/2012	09/30/2012	0	10/22/2012	06/07/2012	Passed
Manufacturer			1/2012	09/30/2012	1	10/22/2012	06/12/2012	Passed
Transporter			1/2012	09/30/2012	0	10/22/2012	06/12/2012	Passed
Manufacturer			1/2012	08/31/2012	0	09/24/2012	06/07/2012	Passed

Review amended return

1350

STATE OF SOUTH CAROLINA  
DEPARTMENT OF REVENUE

**MOTOR FUEL MANUFACTURERS MONTHLY RETURN**

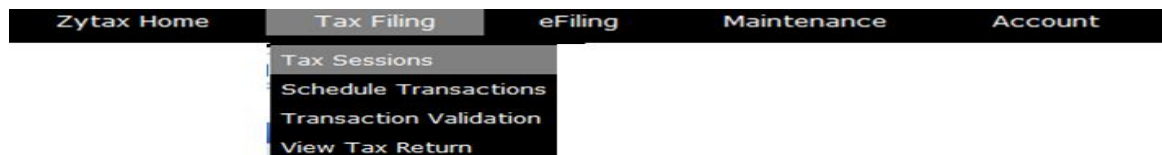
Mail To: South Carolina Department of Revenue,  
Motor Fuel, Columbia, SC 29214-0133.

Amendment 1 Current

**L-2195**  
(Rev. 3/13/12)  
4351

## File Amended Tax Return

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Manufacturer session that was added.  
From context menu, select File Tax Return

Taxpayer Type	Terminal Code	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Status
Annual Terminal Operator		1215900009	01/01/2012	12/31/2012	0	02/26/2013	06/07/2012	Passed
Manufacturer		1217800005	10/01/2012	10/31/2012	0	11/22/2012	06/26/2012	Passed
Manufacturer			10/01/2012	10/31/2012	1	11/22/2012		Passed
Manufacturer			10/01/2012	09/30/2012	0	10/22/2012	06/07/2012	Passed
Manufacturer			10/01/2012	09/30/2012	1	10/22/2012	06/12/2012	Passed
Transporter			10/01/2012	09/30/2012	0	10/22/2012	06/12/2012	Passed
Manufacturer			10/01/2012	08/31/2012	0	09/24/2012	06/07/2012	Passed

Check the agree button  
Click on Submit

**File Tax Return**

Filing Status: Open  
Tax Return: Manufacturer  
Terminal:  
Tax Session Date: 10/1/2012 - 10/31/2012  
Filing Due Date: 11/22/2012  
Return Status: Passed

Electronic Acknowledgement  
By checking the agreement and pressing 'Submit', I acknowledge this submittal is treated as an official submittal to the State of South Carolina. Submitting this tax return shall constitute the signature of the submitter as if the tax return were actually signed.

☒ I agree to the conditions of this submittal.

Submit

Tax Return Confirm and filed

**Tax Return Confirmation**

Tax Return:  
Filing Status: Filed  
Tax Return: Manufacturer  
Terminal:  
Tax Session Date: 10/1/2012 - 10/31/2012  
Filing Due Date: 11/22/2012  
Return Status: NotStarted  
Date Filed: 6/26/2012 3:12:54 PM  
Return Tracking Number: 1217800007

\* Please note the tracking number(s) for your records.

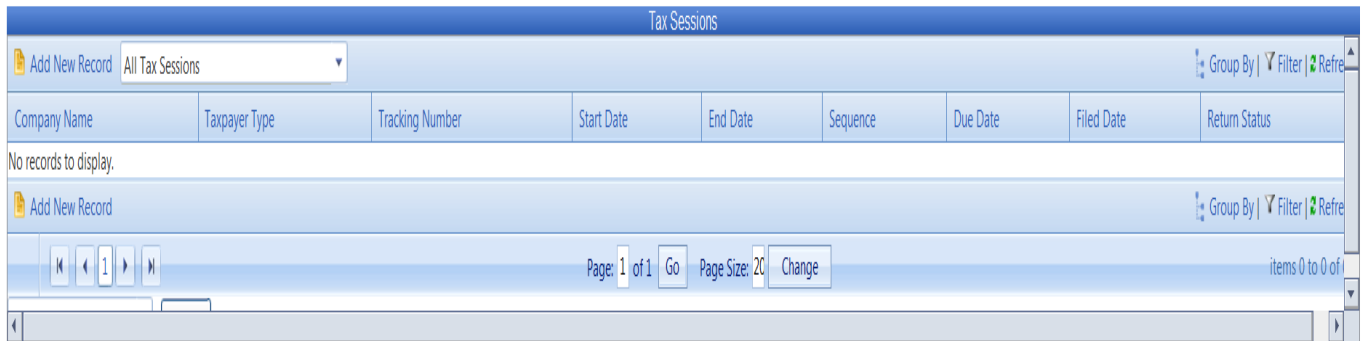
## Filing a Zero Return

Click on the Tax Filing tab

Select Tax Sessions from dropdown list



Click Add New Record



Select the Manufacturer from Taxpayer Type dropdown list

Enter the begin period covered date for the return

Click create session

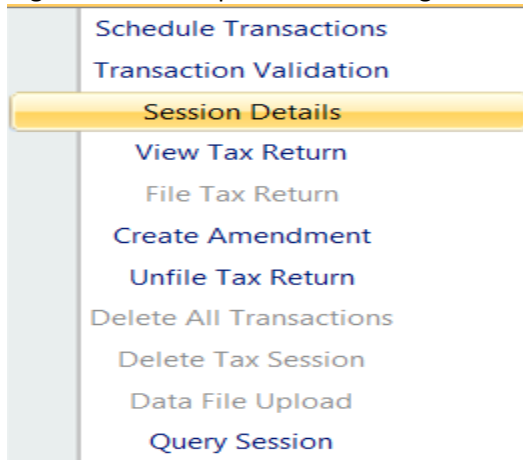
The screenshot shows the 'Zytax - Create Session' form. It contains several fields for session creation: 'Country' (United States), 'Jurisdiction' (South Carolina), 'Taxpayer Type' (Manufacturer), 'Terminal Code' (Select a Terminal), 'Begin Period Date' (10/1/2012), 'End Period Date' (10/31/2012), 'Sequence' (0), and 'Original session' (Original session). A 'Create Session' button is located at the bottom. The footer text reads 'Copyright © 2005 - 2012 FuelQuest'.

Close out the Record inserted menu



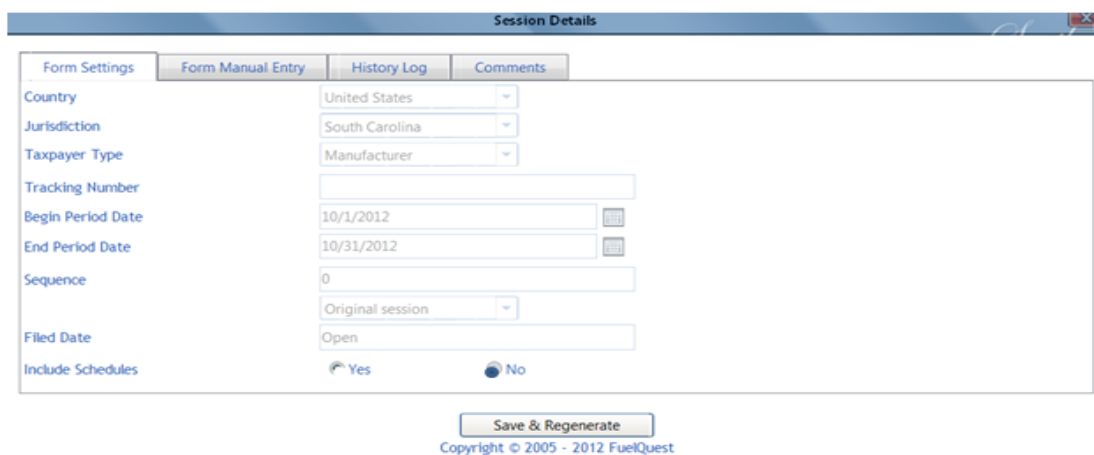
The screenshot shows the 'Zytax - Create Session' window. At the top, a red message states 'Record inserted.'. Below this, several fields are visible: 'Country' (United States), 'Jurisdiction' (South Carolina), 'Taxpayer Type' (Manufacturer), 'Terminal Code' (Select a Terminal), 'Begin Period Date' (10/1/2012), 'End Period Date' (10/31/2012), 'Sequence' (0), and 'Original session' (Original session). A 'Create Session' button is at the bottom, along with the copyright notice 'Copyright © 2005 - 2012 FuelQuest'.

Right click on the period covered again and select Session Details from drop down list



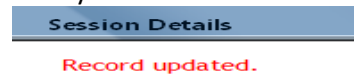
The screenshot shows a context menu with the following options: 'Schedule Transactions', 'Transaction Validation', 'Session Details' (highlighted in yellow), 'View Tax Return', 'File Tax Return', 'Create Amendment', 'Unfile Tax Return', 'Delete All Transactions', 'Delete Tax Session', 'Data File Upload', and 'Query Session'.

Select no, which will not include schedules  
Click Save & Regenerate



The screenshot shows the 'Session Details' window. It has tabs for 'Form Settings', 'Form Manual Entry', 'History Log', and 'Comments'. The 'Form Settings' tab is active, showing fields for 'Country' (United States), 'Jurisdiction' (South Carolina), 'Taxpayer Type' (Manufacturer), 'Tracking Number', 'Begin Period Date' (10/1/2012), 'End Period Date' (10/31/2012), 'Sequence' (0), 'Original session' (Original session), 'Filed Date' (Open), and 'Include Schedules' (radio buttons for Yes and No, with 'No' selected). A 'Save & Regenerate' button is at the bottom, along with the copyright notice 'Copyright © 2005 - 2012 FuelQuest'.

The system will then show record updated



Click the X button to close



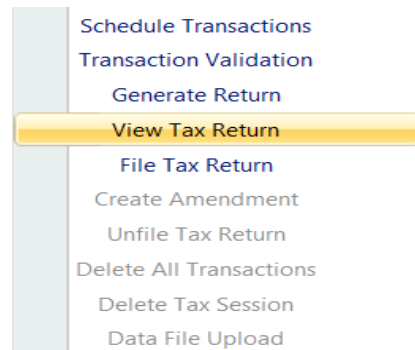
Click refresh several times

A screenshot of a table interface. At the top, there is a toolbar with 'Group By', 'Filter', and a 'Refresh' button (a green circular arrow icon). The table has three columns: 'Critical Schedule Errors', 'Return Generation Needed', and 'Return Status'. The first row contains the values '0', 'Yes', and 'Running'. Below the table, there is another toolbar with 'Group By', 'Filter', and 'Refresh' buttons, and a status bar that says 'items 1 to 1 of 1.'

Critical Schedule Errors	Return Generation Needed	Return Status
0	Yes	Running

Until return status shows passed

Right click on the row for the Manufacturer session that was added  
From context menu, select View Tax Return



Review return

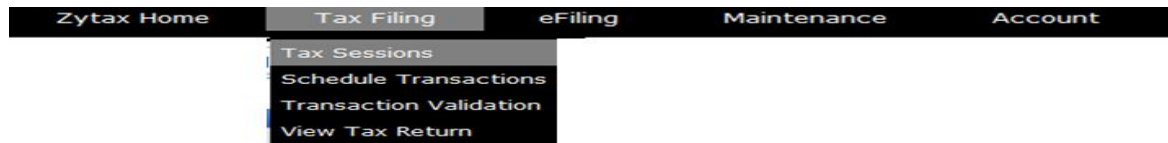
A screenshot of a form for reviewing a tax return. The form is divided into three main sections. The left section contains the number '1350'. The middle section contains the South Carolina state seal and the text 'STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE MOTOR FUEL MANUFACTURERS MONTHLY RETURN'. Below this, it says 'Mail To: South Carolina Department of Revenue, Motor Fuel, Columbia, SC 29214-0133.' The right section contains the text 'Original 1217800005' and 'L-2195 (Rev. 3/13/12) 4351'.

1350	 STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE <b>MOTOR FUEL MANUFACTURERS MONTHLY RETURN</b> Mail To: South Carolina Department of Revenue, Motor Fuel, Columbia, SC 29214-0133.	Original 1217800005  <b>L-2195</b> (Rev. 3/13/12) 4351
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Next, File Tax Return

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Manufacturer session that was added

From context menu, select File Tax Return

The screenshot shows a table with the following columns: Taxpayer Type, Terminal Code, Tracking Number, Start Date, End Date, Sequence, Due Date, Filed Date, and Return Status. The table contains several rows, including an Annual Terminal Operator and multiple Manufacturer sessions. A context menu is open for the Manufacturer session with the following options: Schedule Transactions, Transaction Validation, Generate Return, View Tax Return, File Tax Return, and Create Amendment. The File Tax Return option is highlighted.

Taxpayer Type	Terminal Code	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Status
Annual Terminal Operator		1215900009	01/01/2012	12/31/2012	0	02/26/2013	06/07/2012	Passed
Manufacturer			10/01/2012	10/31/2012	0	11/22/2012		Passed
Manufacturer			09/01/2012	09/30/2012	0	10/22/2012	06/07/2012	Passed
Manufacturer			09/01/2012	09/30/2012	1	10/22/2012	06/12/2012	Passed
Transporter			09/01/2012	09/30/2012	0	10/22/2012	06/12/2012	Passed
Manufacturer			08/01/2012	08/31/2012	0	09/24/2012	06/07/2012	Passed
Transporter			08/01/2012	08/31/2012	0	09/24/2012	06/12/2012	Passed

Check the agree button

Click on Submit

The screenshot shows the File Tax Return form with the following fields: Filing Status (Open), Tax Return (Manufacturer), Terminal ( ), Tax Session Date (10/1/2012 - 10/31/2012), Filing Due Date (11/22/2012), and Return Status (Passed). Below these fields is the Electronic Acknowledgement section, which contains the following text: "By checking the agreement and pressing 'Submit', I acknowledge this submittal is treated as an official submittal to the State of South Carolina. Submitting this tax return shall constitute the signature of the submitter as if the tax return were actually signed." There is a checkbox labeled "I agree to the conditions of this submittal." which is checked, and a Submit button.

Tax Return Confirm and filed

The screenshot shows the Tax Return Confirmation form with the following fields: Tax Return (Filed), Filing Status (Filed), Tax Return (Manufacturer), Terminal ( ), Tax Session Date (10/1/2012 - 10/31/2012), Filing Due Date (11/22/2012), Return Status (NotStarted), Date Filed (6/26/2012 2:54:10 PM), and Return Tracking Number (1217800005).

\* Please note the tracking number(s) for your records.